

Loan Proposal Outline



The following items should be provided to the lender with your loan request. Incomplete or inadequate information will result in delays. Please *do not* condense information at the expense of clarity.

1. **Description of Business:** Provide a written description of your business including information about:

A. Type of organization	D. Product or service	G. Competition
B. Date of information	E. Brief history	H. Customers
C. Location	F. Proposed Future Operation	I. Suppliers
2. **Management Experience:** Resumes of each owner and key management members.
3. **Personal Financial Statements:** Financial statements are required of all principal owners (20% or more) and guarantors. Financial statements should not be older than 90 days. Please attach a copy of last years federal income tax return to the financial statement.
4. **Loan Repayment:** Provide a brief written statement indicating how the loan will be repaid, including repayment sources and time requirements. This statement should be supported by cash-flow schedules, budgets, and other appropriate information.
 - A. **Existing Business:** Provide at least the past 3 years financial statements, plus a current dated statement (no older than 90 days) to include balance sheets and profit & loss statements. Agings of accounts payable and accounts receivables should be included, as well as, a schedule of term debt.
 - B. **Proposed Business:** Please provide a pro-forma balance sheet reflecting sources and uses of *both* equity and borrowed funds.
 - C. **Projections:** Please provide a projection of future operations for at least 3 years. How much money you expect to take in; what expenses will be; and on what you base these estimates. The projections should be in profit & loss format. Explain assumptions used (if different from trend or industry standards).
5. **Other Items as they Apply:**

Leases (copies of proposal)	Plans, Specifications	Letters of Intent
Franchise Agreement	Copies of Licenses	Contracts
Purchase Agreement	Letters of reference	Partnership Agreement
Articles of Incorporation		
6. **List Collateral:** Real property and other assets to be held as collateral.